



Michael R. Pence, Governor
State of Indiana

Division of Disability and Rehabilitative Services
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083
1-800-545-7763

To: First Steps Community Member
From: Dawn Downer, Director, Bureau of Child Development Services
Re: Volunteer opportunities to participate on First Steps' sub-committees
Date: May 31, 2016

The Bureau of Child Development Services (BCDS), First Steps is pleased to announce that the Interagency Coordinating Council (ICC) has graciously agreed to create and spearhead a variety of sub-committees aimed at gathering stakeholder input in order to make recommendations that will assist with improving Indiana's early intervention system. As the ICC seeks to advise and assist the BCDS with its mission of delivering high quality services and supports to Indiana's children and families, it is imperative that a variety of voices and stakeholders from across the state – engaged with the system in various roles – contribute to the discussion and creation of recommendations.

As you are an invested member of the First Steps system, we would like to extend an invitation to you to consider volunteering to participate and lend your voice, expertise and insights to the upcoming work of these groups. Below this message you will find information regarding the four sub-committees that will begin meeting shortly, the topics they will address, their goals and the sub-committee charter. As you review these groups and reflect on your role within the system, if you should find that there is a sub-committee that will be addressing topics about which you have a keen interest in sharing your perspective, we would ask that you complete the following steps in order to volunteer to participate.

Please email firststepsweb@fssa.in.gov by no later than Friday, June 17, 2016, if you wish to volunteer to serve on a sub-committee. Please put the sub-committee topic in the subject line of your email to identify which subcommittee you would like to serve on, and include the following information in the body of the message:

- Your name
- Your role in First Steps
- Your location
- A brief description of why you would like to join the sub-committee
- A general statement regarding availability to participate in sub-committee work



The goal in determining the membership of the sub-committees will be to gain perspectives from a cross section of individuals that will provide balanced representation of stakeholders. All submissions will be forwarded to the sub-committee chairs that will then select the membership of the committees and will notify those who have been selected. If you are not selected to participate as a member of the sub-committee, please note that these are open door sub-committees and you will have the opportunity to participate and contribute your thoughts through attendance at meetings and through other avenues such as written communication, surveys, etc.

In closing, we would like to thank you for the investment of time and talent that you contribute to the First Steps system already, and sincerely hope that, if able, you will consider furthering that commitment through participation in the work of the sub-committees. The unique perspectives that each stakeholder can bring to the conversation will be of tremendous benefit to the BCDS in setting priorities and the direction of continuous improvement efforts of the Indiana First Steps early intervention system.

If you have questions regarding this process, please feel free to reach out to state staff via the First Steps Web at firststepsweb@fssa.in.gov

Subcommittee Charter

I. Purpose

The subcommittees are created for the purpose of working with ICC and BCDS. The subcommittees shall limit activities to advising on matters that directly concern the early intervention program and the scope of the committee.

II. Committee Charge

The subcommittees are expected to offer input for design and implementation of supports for the BCDS First Steps early intervention system, as well as provide input on policy, procedures and training.

III. Membership

Members serve voluntarily and will constitute a cross-section of stakeholders including First Steps' families, advocates, and providers of First Steps services, as well as community members and experts in the field. Membership shall be well balanced and include representation from the ICC. Whenever possible, the subcommittee chair shall be a member of the ICC.

IV. Procedural Rules

Meetings: The subcommittees will meet as needed, independently of the full council, to offer input and, when appropriate, make recommendations. Notices will be sent to subcommittee members a minimum of ten (10) days in advance of meetings. All meetings shall be open to the public and with notice and information posted online.

Subcommittee Topics	Purpose	Goals
Provider Availability	Services will be available to all infants and toddlers within the state, allowing families to receive timely services and choice of providers.	<ul style="list-style-type: none"> • ^ Service availability • ^ Provider availability • ^ Recruitment opportunities and PR • Review qualifications • Review credentialing process and requirements
Service Delivery and Training	To support a comprehensive system of personnel development which focusses on the promotion of best practices to ensure that appropriate early intervention services are based on scientifically based research.	<ul style="list-style-type: none"> • ^ Service delivery options for families based on Scientifically Based Research (SBR) • Review best practices • ^Resources by looking at options for service delivery • Promote training and personnel development
Child and Family Assessment	To ensure the performance of a timely multidisciplinary evaluation and IFSP for each child that is family directed, utilizing best practices, including a family assessment, which results in the measurement of child, family and system outcomes.	<ul style="list-style-type: none"> • Identify family centered assessment practices and tools • Review child assessment practices • Support gathering of child outcomes • Support capturing and measuring child progress
Child Find and Public Awareness <i>(To be discussed in the Fall of 2016)</i>	To support a comprehensive public awareness system which includes a comprehensive child find system that promotes the early identification and referral of children and provides education and information to referral sources and the general public on the ei system.	<ul style="list-style-type: none"> • Review child find practices • Review public awareness practices • Review Central Directory
Policy and Procedures	The system will have comprehensive policies, procedures and rules that are easily accessible to providers and families that guide best practice.	<ul style="list-style-type: none"> • Recommend communication strategies for dissemination of policy information • Identification of the types of policies, procedures, and clarifications to be developed and then prioritized for State consideration and possible development • Participation in the revision of 470 to 460 IAC through feedback and identification of new procedures, training and policies as it relates to rule

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